

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **TITLE SEARCHER**

Jurisdictional Class: **Competitive**

Date Adopted: **9/12/88**

Date Revised: **10/21/93**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **13**

DISTINGUISHING FEATURES OF THE CLASS: This is technical and supervisory work involving: The responsibility for preparing accurate title searches for county tax sale parcels, exercising independent judgment in revising property boundaries in accordance with the policies determined by the Director, and processing and maintaining county tax maps. Supervision is exercised over the work of the Draftsman and Tax Map Technician. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares abstracts of title for County Treasurer of all parcels being offered for tax sale;
Traces methods of transfer, searching and abstracting all legal records which may affect title;
Aids in recognizing and overcoming obstacles preventing the disposal of county controlled property;
Consults with attorneys and the public and aids them with property record questions;
Supervises and assists in plotting and mapping changes in property lines from deeds, wills, court petitions, foreclosures, surveys and maps filed in the County Clerk's Office;
Performs a variety of related clerical duties connected with title searches and transfers of property;
Reviews New York State Real Property Transfer Reports and prepares monthly statistical reports to be submitted to the NYS Division of Equalization and Assessment;
Determines origination of deeds and subdivision maps presented to the County Clerk's Office for filing in order for the clerk to adhere to Town Planning Board Regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of legal instruments and records used in the conveyance of real property; ability to interpret deed descriptions, tax maps, and surveys; working knowledge of the principles and practices of drafting and mapping as applied to property inventory; good general intelligence and judgment; familiarity with standard methods for describing real property and preparations of abstracts of title; thorough knowledge of the methods affecting title to real property; initiative; integrity; ability to get along with and supervise the work of others.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND,**

- (A) Two (2) years of experience working with legal instruments related to the sale or exchange of real property; **OR**
- (B) An Associate's degree in paralegal or related studies; **OR**
- (C) Completion of fifteen (15) hours of course work in real estate, surveying, or a related field; **OR**
- (D) Any equivalent combination of training and experience.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a
Last Updated: 10/21/93
Reviewed By: n/a
Last Reallocated: n/a

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